

Planning Council



Larry Stähli, Vice Chair

Thursday, February 14, 2008
5:00 pm to 6:30 pm
Area Agency on Aging
1366 East Thomas Road, Phoenix
Large Conference Room

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Meeting Minutes

In Attendance

Committee Members *AT: Attended AB: Absent EX: Excused ALT: Alternate Present*

AT Barr Jenkins	AT Bradley Allen	AT Carol Williams	AT Charlton Wilson
AT Cheri Tomlinson	EX Cheryl Weiner	AT Claire Sinay	AT Colin Sheffield
EX Corey Boyette	AT Dan Lindell	AT Debby Elliott <i>alt: Philip Seeger</i>	ALT Deborah Frusciano <i>alt: Kimberley Bickes</i>
EX Eric Ciolina	EX Fernando Kitcheyan	EX Jacque Miller	AT Jay Moman
AT John Hasna	AT Keith Thompson <i>alt: Randy Gearhart</i>	AT Kelli Houston	AT Larry Stähli
AT Maclovía Morales <i>alt: Ana Torres</i>	EX Mark Kezios	ALT Mary Rose Wilcox <i>alt: Terri Leija</i>	AT MiAsia Pasha
AT Michelle Barker	AT Miguel Garruna	AT Randall Furrow	AT Regina Lechuga
AT Ron Hill	AT Steve O'Dell		

Guests

Erica Ferguson
Maureen Sharp

Eric Moore
Carol Poore

Tim Haney

Jared Vega

Administrative Agent Staff

Kevin McNeal
Lezli Stone

Dyle Sanderson
Jennifer Hawkins

Julie Young

Vickie Jaquez

Support Staff: John Sapiro

Welcome, introductions and declarations of any conflicts-of-interest

Planning Council Vice Chair Larry Stähli called the meeting to order and welcomed the attendees. Larry discussed that he would preside over the meeting, as Mark Kezios was not able to attend.

Everyone introduced him/her self and declared any conflicts-of-interest.

Determination of quorum

Vice Chair Larry Stähli determined that quorum was established with 21 of 30 members present at 5:08 pm.

Review of the minutes and action items from prior meetings

Participants silently reviewed the minutes of the January 10, 2008 meeting. Randall Furrow noted that Chicanos por la Causa was spelled wrong.

MOTION: John Hasna moved to approve the document as presented. MiAisa Pasha seconded the motion.

DISCUSSION: None.

OUTCOME: The motion passed.

Administrative Agent update

Kevin McNeal provided the following update:

- Utilization Report: We are currently running at a -4.59% variance. The AA anticipates \$264,000 remaining. 74% of providers submitted billing on time. 95% of the formula award has been spent.
- The Administrative Agent anticipates being within HRSA's 2% unobligated balance requirements.
- Utilizing the rapid reallocation process the Planning Council approved in 2007, which allows for up to 15% of a service category's remaining funding to be moved to other service categories (core to core or supportive to core only), the AA has made the following reallocations:
 - Increase Mental Health by \$20,000
 - Decrease Substance Abuse by \$12,000
 - Decrease Medical Nutrition Therapy by \$8,000
 - Increase Interpreting Services by \$2,500
 - Decrease Legal Services by \$2,500
- The AA will begin to provide a summary of activities that are allowed in each service category
- Jennifer Hawkins has been hired as a Program Supervisor

MiAsia Pasha asked why there has been a 20% decrease in service providers billing on time over last month. Kevin McNeal replied that some providers need more technical assistance, and that there were a number of holidays that may have hindered timely submission.

MEETING MINUTES *continued*

Bradley Allen asked in the AA might be to post his monthly report online. Kevin McNeal related that this may be possible.

Chair update

Larry Stähli related that the Executive Committee is continuing to develop the annual Planning Council retreat. Also, there are two new committee Vice Chairs: Bradley Allen is the new Vice Chair of Allocations, and Fernando Kitcheyan is the new Vice Chair of the Community Planning & Assessment Committee.

Committee reports

Allocations: Bradley Allen discussed that the committee reviewed the reallocations request from the Administrative Agent. The committee is also continued to develop guiding principles for PSRA decision-making.

Community Planning & Assessment: Larry Stähli discussed that the committee will meet in March to review the MSM needs assessment and the committee's policies and procedures.

Education & Empowerment: MiAsia Pasha discussed that the committee is still developing plans to attend health fairs and community events.

Membership: Randall Furrow discussed that the committee interviewed two individuals and revised the committee's policies and procedures.

Rules: Keith Thompson discussed that the committee has been working on revisions to the Bylaws, including qualifications for the Council Chair and Vice Chair offices. The Committee is also reviewing the participation and responsibilities of the BOS Designee. The ability of this individual to participate can sometimes hamper Planning Council activities, and the Committee is considering revising the expectations of this individual. The committee is also reviewing the process that assigns Council members to committees. This process is not as effective as hoped, and the Rules Committee is recommending that this process be eliminated. The Rules Committee is asking for feedback regarding these issues, which can be sent to the Rules Committee Chair or Planning Council Support.

Standards: Claire Sinay discussed that the committee is working on standards of care for Pediatric and Adult Nutritional Therapy, and also Food Boxes/Home Delivered Meals. Claire encouraged everyone to participate in the Standards Committee's activities.

Health Care Strategies: Carol Williams related that the committee will be presenting revisions the pilot program developed for the Health Insurance Continuation/Cost Sharing Assistance service category, including COBRA assistance. Carol describes some of the challenges clients face and how the program would be revised.

Reallocations

Bradley Allen discussed that the Allocations Committee approved the following reallocations, based on a request from the Administrative Agent:

- Decrease Medical Case Management by \$70,000; move these funds to increase Supportive Case Management by the same amount
- Use unspent balances in other supportive service categories to increase the Food Boxes/Home-delivered Meals service category by \$25,000
- These reallocations will not affect the HRSA-mandated 75% core service / 25% supportive service allocations requirement

Ron Hill asked if there are currently any home-delivered meals provided in the EMA. Bradley Allen related that this service was not provided. Debby Elliott added that other funding sources did provide this service.

MOTION: Charlton Wilson moved to accept the reallocations as presented. Barr Jenkins seconded.

DISCUSSION: John Hasna asked how the \$70,000 figure for Medical Case Management was arrived at. Kevin McNeal replied that this was based on feedback from providers concerning how much funding they anticipated to expend by the end of the year.

Maclovía Morales asked if all Case Management providers were utilizing cost reimbursement for services. Kevin McNeal related that this was true, and that the requested reallocations would not affect any provider contracts.

OUTCOME: The motion passed.

Approval of revisions to the service delivery guidelines for the Health Insurance Premium/Cost Sharing Assistance service category

Carol Williams discussed that the Health Care Strategies Committee had reviewed the pilot program that was developed for this service category, and had determined the following revisions to the programs:

- Provide up to 12 months (from 3 months) of co-pay assistance per Part A grant year, with an increase of the assistance cap to \$3000 per client (from \$1500), and the opportunity to exceed the cap on a case-by-case basis, and upon approval from the AA.
- Eligibility would be increase to 400% of FPL (from 300%).
- Provide COBRA assistance for up to six months (from 3 months) per each Ryan white Part A grant year, with the same \$3000 cap.

MEETING MINUTES *continued*

MOTION: Randall Furrow moved to accept the changes to the service delivery guidelines as presented. Cheri Thomlinson seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

Approval of Standards of Care for the Emergency Financial Assistance and Health Insurance Premium/Cost sharing Assistance service categories

Claire Sinay discussed that the Standards Committee had developed standards of care for these service categories and copies of the completed documents had been provided in the meeting packet. The group reviewed the documents.

MOTION: Bradley Allen moved to accept the standards of care as presented. Colin Sheffield seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

Planning Council membership: Approval of new appointees and

Randall Furrow discussed that the Membership Committee recommended the following:

- Approve Tim Haney be recommended to the BOS for appointment to the Planning Council as a General Public Member
 - *Former Planning Council member*
 - *Completing a Master's degree in community counseling*
 - *Member of a HRSA-mandated representation category*
- Approve Jared Vega be recommended to the BOS for appointment to the Planning Council as a General Public Member
 - *Previous HIV volunteerism in Los Angeles*
 - *Desires to contribute time/experience to Phoenix HIV community*
 - *Education/Training and Finance experience*

Tim Haney and Jared Vega introduced themselves to the committee and gave a brief summary of their interest in joining the Planning Council.

MOTION: Bradley Allen motioned to approve the Membership Committee recommendations as presented. Randall Furrow seconded.

DISCUSSION: None.

MEETING MINUTES *continued*

OUTCOME: The motion passed.

Approval of Executive Committee Policies and Procedures

Larry Stähli related that the Executive Committee had revised their policies and procedures to eliminate mandatory committee assignments, and to reflect changes to Ryan White program names.

Eric Moore related that some of the revisions related to specific sections of the Bylaws currently being revised. Larry Stähli replied that the Council has withdrawn the Bylaws from the BOS approval process to make changes, and the Executive Committee Policies and Procedures referenced the current Bylaws.

MOTION: Randall Furrow moved to accept the revisions to the document as presented. John Hasna seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

Current events summaries

Cheri Thomlinson discussed that Monday, March 10th is National Women and Girls HIV Testing Day, and MIHS had a number of activities planned in collaboration with other organizations.

Cheri also thanked everyone for making Black HIV Awareness month activities a success.

Regina Lechuga discussed that March 2-8 is Black Church Week of Prayer. Ebony House will be coordinating an event.

Ron Hill has been asked to present the closing prayer at the Open Arms National Faith-based Project event.

Ron also discussed that he was featured in the I Stand with Magic newsletter.

MiAsia Pasha announced she was accepted into the African American HIV University Community Mobilization Program.

Debby Elliott announced that the Savor Life dinner event will take place on March 15th.

Randall Furrow congratulated Tim Haney and Jared Vega for being approved for membership to the Planning Council

MEETING MINUTES *continued*

Call to the public

John Saperro reminded everyone that mileage reimbursement forms needed to be turned in as soon as possible.

Adjourn

The meeting adjourned at approximately 5:59 pm.